

厚木基地空席広報

VACANCY ANNOUNCEMENT

広報番号: Announcement No.	A-09-004
一次選考締切り日: 1 st Cut Off Date	6 FEB 2009
募集締切り日: Closing Date	選考決定まで継続 Open until filled
発行日: Date of Issue	30 JAN 2009

1.職種名 Job title (等級 Grade <u>1-6</u> / 語学等級 LAD <u>3</u>) <b style="text-align: center;">Quality Control Representative #333 <hr/> 見習い採用の可能性 <input type="checkbox"/> 無 No <input checked="" type="checkbox"/> 有 Yes Acceptance at Lower Grade Trainee 見習い等級 Trainee Grade: <u>1-4/5</u> <input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安・消防系 <input type="checkbox"/> 医療系 Administrative Trade & Service Security & Fire Medical	募集人数 No. of Recruitment <b style="text-align: center;">1 名	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (通勤圏内) Current MLC/IHA Employee in commuting distance <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant
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2.部隊 Activity FSC Mgmt. & Facilities Svc. Br. (PRA23), Fac. Eng. & Acquisition Div., PWD Atsugi, NAVFACFE 勤務場所 Working Place: 綾瀬市大上厚木基地 Ayase, Oogami, Atsugi Base	5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> 時間制 HPT <input checked="" type="checkbox"/> 常用 Permanent <input type="checkbox"/> 限定 Limited Term (ヵ月 Months)
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3.勤務時間 Work Schedule (週 <u>40</u> 時間制hr/wk) 勤務日 Work Day: Mon - Fri 勤務時間 Work Hours: 0745-1630 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input checked="" type="checkbox"/> 出張 Business Travel	
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6.職務内容 Duties See attached sheet.	
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7. 職務状況 Working Condition:	
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8.資格要件/身体条件 Qualification/Physical Requirements BWT-1-6 - One year of specialized Contracting/Quality Control work experience equivalent at 1-5 level or completion of master degree in the related field. - Knowledge of Contracting/Quality Control field. - Skill in operating a personal computer system (MS-Office Suite, Word, Excel, Access, Power Point). - Ability to speak, read and write English at fluent proficiency level (LAD-3). BWT-1-5 - One year of clerical, technical or administrative work experience equivalent at 1-4 level in the related field or completion of bachelor degree in the related field. - Other factors will be considered in conformity to the target grade. BWT-1-4 - One year of work experience in any clerical, technical or administrative field or completion of four-year college/university in any field. - Other factors will be considered in conformity to the target grade. Non-Japanese applicants: Only those who possess permanent residency visas are eligible. <u>Please attach a copy of alien registration certificate (both front and back sides) to your application.</u> Former US Military Members: Please attach DD Form 214 to your application. Former military retirees must first obtain approval for employment under foreign government from the Chief of Naval Personnel and attach the approval letter to be considered. - SOFA members and SOFA dependents (include SOFA spouse) are not eligible for MLC employment. *A handicapped applicant may be accepted, depending upon the degree and kind of disability.	
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英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional	学歴 Educational Background : See block #8 免許証/修了証 License/Certificate Required : See Block #8
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9.提出するもの Application and Associated Documents

<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil *の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either HRO様式以外を使用する場合は、履歴書に必ず以下の事項を記入して下さい。空席広報番号、氏名、生年月日、電話番号、住所、学歴、応募する広報番号と職種名、職務経歴（会社名、雇用期間、週労働時間、詳しい業務内容や主な業績など）。To be considered for selection, resume must include at least the following information: Announcement number, full name, phone number, address, SOFA status, education backgrounds, work experience (periods of employment, company name, description of major work, weekly hours of work) Any special skills and licenses related to the duties of the position to be filled. <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) <input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicants, copy of Alien Registration Card and Passport/Visa.	
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問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署/担当者名 Office/POC 厚木基地人事部 ☎0467-78-2661 / DSN 264-3426 / 3624	〒252-1101 神奈川県綾瀬市大上 Oogami, Ayase-Shi 厚木基地人事部 HRO BOX12	PDNO: FEC-PRA23-003

*履歴書及び添付書類は所定の締切日午後三時までに上記住所必着のこと。

Send application and attachments to HRO Atsugi SO by 1500 of the Cut Off/Closing date of the announcement.

*応募時点で MLC/IHA 規定の雇用資格を満たしていない応募者は選考の対象となりません。

Ineligible applicants will not be referred for consideration.

*提出された応募書類はお返ししません。 Submitted applications will not be returned

6.職務内容 Duties

Serves as interpreter/translator between contracting staff and contractor personnel.

Performs daily inspections to ensure that contractors are adhering to the requirements of the plans and specifications, and that the contractor's quality control plan has been implemented and is operating satisfactorily.

Prepares daily and periodic reports, correspondence, and other required documentation in accordance with accepted contracting procedures and Federal Acquisition Regulations.

Performs inspections on simplified acquisition procedure contracts when required. These small purchase contracts may be for construction, repair, renovation, maintenance, or replacement of equipment and facilities on base. Inspection requires a general working knowledge of accepted construction procedures, if a question or problem arises that is beyond this inspector's knowledge, the question should be referred to appropriate personnel.

Assesses contractor difficulties and makes recommendations to the Facility Support Contracts Manager as to the best course of action for remedying the situation. Assists FSCM in negotiating contract modification.

Coordinates and participates in pre-award site visits, and pre-performance conferences after award but prior to the contractor beginning work. Uses these forums to educate contractors on administrative procedures and base regulations. Coordinates contractor work with Public Work's Utility and Maintenance divisions when necessary.

Reviews and verifies contractor invoices to ensure that payment is made only for satisfactorily performed work.

Reviews plans and specifications prior to advertising to check for errors and omissions. Assists in preaward surveys.

Performs other duties as assigned.